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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

EAST CENTRAL DIVISION

U. S. Department of Agriculture

1939 AGRICULTURAL CONSERVATION PROGRAM

EAST CENTRAL REGION

**PART I.—PROCEDURE FOR DETERMINATION OF  
PERFORMANCE BY AERIAL PHOTOGRAPH**

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1939 Agricultural Conservation Program including 1939 crop acreages and land uses and the soil-building practices carried out under the program.

State supervisors working under the direction of the State office will visit each county as soon as possible after the local supervisors start working. The State supervisors will check two or more farms reported by each local supervisor, at least 2 percent of all farms in each county, and at least 20 percent of the cases where a recheck has been made by a local supervisor at the request of the farm operator. At least one-half of the local supervisors' reports which are checked in each county will be selected at random. The State supervisor will check the local supervisor's report on a farm or such part of the report as is required for him to determine that the report is accurate. Local supervisors will not be paid until their work has been checked by a State supervisor. The services of local supervisors whose work is not acceptable will be discontinued. A report on each farm checked by a State supervisor, showing all errors, will be filed in the county office and a copy will be filed in the State office.

The State supervisor will also check the work of each planimeter or rotometer operator. Upon each visit of the State supervisor in a county, at least 20 fields which have been computed by each operator will be checked. A report on each operator, showing the acreage computed by the operator and the correct acreage as determined by the State supervisor, will be filed in the county office and a copy will be filed in the State office. One person in each county office should be designated to spot check the work of each operator at least once each week.

The county office should exercise sufficient supervision to insure accurate and satisfactory work on the part of local supervisors, planimeter and rotometer operators, and other persons engaged in the preparation of Forms ECR-318, ECR-319, and related forms.

The State office will furnish a monthly summary of the State supervisors' reports to the Director of the East Central Division along with progress reports by counties.

**SECTION I.—GENERAL USE AND CARE OF PHOTOGRAPHS**

Aerial photographic materials are of considerable value and must be given proper care. Adequate safeguards should be observed in



handling. A filing case should be provided for keeping photographs and indexes when they are not in use. Photographs should be protected from moisture and direct sunlight, and should never be rolled or folded. Accurate record should be kept of all photographs taken to the field by each supervisor.

Inasmuch as the purpose of using aerial photographs in checking performance is to make possible the accurate determination of the acreage of each crop, of each designated land use, and of each soil-building practice carried out under the program, it is important that all work in connection with each photograph be performed so as to accurately and effectively accomplish this objective.

**Scale of photographs.**—The photographs on which farms will be identified and from which acreage will be determined will have a scale at which 1 inch on the photograph equals 660 feet on the ground (8 inches equals 1 mile). At this scale, 1 square inch on the photograph equals 10 acres and 1 linear inch equals 10 chains.

**Conversion factor.**—For some counties a part of the photographs will be marked off into two or more zones indicated by lines. The purpose of these zones is to correct for tilt of the camera at the time the picture was made or to correct for difference in average elevation of different areas on the photograph. By applying the factors furnished for each zone for the conversion of distances and areas, measurements made upon zoned photographs are thus given the same degree of accuracy as those on other photographs.

**Usable area.**—The area within which farm measurements are to be made on each photograph will be indicated by lines dividing the overlapping areas of the adjoining prints. In the margin of each photograph will be indicated the photo number of each overlapping photograph.

**Photo-indexes.**—These indexes will show by photo number the relative location of photographs in the county. The index will also serve to locate the photograph on which any particular farm appears, by study of the location of highways, towns, railroads, streams, etc. Most of the indexes furnished will have a scale of 1 inch equals 1 mile.

## SECTION II.—ASSEMBLING IN COUNTY OFFICE NECESSARY FORMS AND INFORMATION FOR LOCAL SUPERVISORS

A. There should be assembled for each farm for which a grant of aid was made by the A. A. A. or for which Form ECR-315 or ECR-315A has been executed, and for other farms on which tobacco, cotton, or corn in commercial corn counties is planted in 1939:

1. Form ECR-318, "Supervisor's Farm Report—1939,"
2. Form ECR-315 or ECR-315A, whichever is applicable,
3. Form ECR-305, "Report of 1939 Seeded Acreage of Wheat," if applicable.

The above forms for each farm should be placed in an individual 9½- by 12-inch envelope so as to guard against loss or confusion with forms for other farms. Copies of farm maps which would be helpful in identifying fields should be included. The operator's name, the farm serial number, aerial photo number, and any other information which would help identify the farm, should be shown on the outside of



the envelope. All envelopes bearing the same photo number should be grouped together.

B. The following entries should be made on Form ECR-318 at the county office prior to delivery to the supervisors:

1. State and county code, 1939 farm serial number, photo number, and the name and address of the 1939 operator;
2. The amount and description of each kind of material furnished to the farm by the A. A. A. as a grant of aid.

C. On wheat-allotment farms, where 1938 photographs were used in determining 1939 commercial wheat acreage, transfer wheat field boundaries from the 1938 photograph to the 1939 photograph.

D. Method of showing information relative to photograph:

1. **Identification of farms.**—Every farm within the usable area of each photograph should be identified, if possible, and listed on Form ECR-214. The words "not in program" should be written after the name of the owner or operator on Form ECR-214 in the case of each farm not participating in the 1939 program. Identification of farms should be made from the photograph used in 1938. If photographs were not used in 1938 the identification should be made by the supervisors and the committeemen who are most familiar with the farms in the area. The supervisor will identify any remaining farms within the usable area of the photograph while checking performance, and will list them on Form ECR-214.

In identifying farms on the photograph either of the following optional methods *a* or *b* may be used:

*a.* Using a **red pencil** (or other color specified by the State office) place the farm serial number for each farm within the usable area on the photograph near the farm buildings or center of the farm. These numbers should be entered in small clear figures and **circled**. Care should be taken that these figures do not obliterate field boundaries.

*b.* The name of the owner or operator and serial number of each farm within the usable area of the photograph should be placed on the **back** of the photograph, within the approximate boundary of the farm. All names and serial numbers should be written so that they can be read with the photograph in one position, preferably with the reader facing the north side of the photograph. To insure identification of all farms within the usable area of the photograph, the supervisor should, upon completion of the checking of each farm, hold the photograph to the light and trace the outline of the farm on the back of the photograph.

2. **Listing farms appearing on overlapping photographs.**—In listing the farms to be checked on each photograph, include those for which the larger part of the farm lies within the usable area. The usable area lines are intended as guides to show the amount of overlap with adjoining photographs, and since images near the margin of the photographs are distorted to some extent, the area outside the lines generally should not be used. However, where only a small portion of the farm is outside the usable area it will be permissible to complete checking the farm on the one photograph. In



many cases, however, it will be advisable to check part of the farm on one photograph and the other part on the adjoining photograph. In such cases, the farm should not be checked until both photographs can be used on the farm at the same time. To identify the portion of the farm checked on each adjoining photograph, place on the margin of each photograph the farm serial number and the number of the adjoining photograph on which the remaining portion of the farm is checked. Thus: (Serial No. 572—Photo No. 15-87).

### SECTION III.—PROCEDURE FOR LOCAL SUPERVISORS

A. Receive from the county office the photograph and the envelopes containing forms for the farms on the photograph on which performance is to be checked.

The supervisor should keep the set of forms for each farm in a separate envelope.

The supervisor should fasten the photograph to a light but rigid board furnished for this purpose. Photographs not in actual use should be kept in a suitable case or box.

More effective work can be done on the field board if straps are fastened to the board and crossed over the supervisor's shoulders, or some other method of support provided. This will allow the supervisor to have both hands free for using engineer's scale, magnifying glass, and pencil. An oilcloth fastened to the lower edge of the board can be used to protect the lower part of the photograph while in use and to cover the whole photograph while not in use.

Use should be made only of pencils designated by the State office for marking boundary lines and figures on photographs. No notations other than boundary lines and figures should be made on photographs. Pencils must be kept sharp. If one end of the pencil is sharpened to a chisel point for use on lines, much better work can be done.

B. Visit the farm and, if possible, get the 1939 operator to assist in checking performance. If the operator is unable to assist, he should designate some responsible person as his representative to assist the supervisor. The operator should be notified in advance of the visit. The supervisor should not go upon any farm for the purpose of checking performance if the operator objects. If the operator of a farm refuses to permit the supervisor to check performance thereon, a note to that effect should be entered on Form ECR-318, "Supervisor's Farm Report," for such farm and should be followed by the signature of the supervisor and the date of the refusal.

C. It is necessary that the supervisor inspect each field on the farm for which the acreage is to be determined from the photographs and should walk around and across the field sufficiently to determine accurately the crops grown and practices carried out.

Determine the acreages of crops and other land uses for each farm participating in the 1939 Agricultural Conservation Program and determine the acreage of cropland, and the acreages of tobacco, cotton, and corn in commercial corn counties, for each other farm on which any of these crops are grown as follows:

1. For each farm participating in the 1939 Program for which a special soil-depleting acreage allotment (wheat, tobacco, cotton,



potatoes, peanuts, or corn) or a commercial vegetable allotment is established, the boundaries of **all** areas required in the supervisor's report should be shown on the photograph.

2. For each farm participating in the 1939 Program for which no special soil-depleting acreage allotment or commercial vegetable allotment is established,

(a) Show the farm boundary and the field boundaries on the photograph of areas devoted to

(1) Wheat, tobacco, cotton, peanuts in the designated peanut counties, corn in commercial corn counties, potatoes in commercial potato counties, commercial vegetables in commercial vegetable counties, and

(2) Each soil-building practice carried out on the farm.

(b) Estimate or obtain the operator's estimate of land use not provided for under (a) above.

3. For each farm not participating in the 1939 Program but on which tobacco, cotton, or corn in commercial corn counties, is grown in 1939,

(a) Sketch in the farm boundary and the field boundaries of each area devoted to tobacco, cotton, or corn in commercial corn counties.

(b) Estimate or obtain the operator's estimate of the acreage devoted to each other crop and land use.

D. The supervisor will need the assistance of the operator or his representative in locating (1) the farm boundary, (2) the subdivision of fields showing areas planted to different crops, (3) areas on which soil-building practices were carried out, (4) crops of different tenants and the shares of each, and (5) other information called for in Form ECR-318.

1. **Farm boundaries.**—A colored pencil (color to be designated by the State office) should be used for identifying farm boundaries. In woodland, swamp, etc., the farm boundaries need be shown only approximately.

2. **Field boundaries.**—Each field and subdivision of field required to be checked as indicated in C above should be identified and the boundaries indicated. Use a colored pencil (color to be designated by the State office) to show field boundaries. Subdivisions of a field should be shown by lines as specified by the State office of the same color as that used for field boundaries. Each field should be identified by a number: 1, 2, 3 etc., assigned to each field in a systematic arrangement. Subdivisions of the same field may be shown as 1-A, 1-B, 1-C, etc.

Number each field on the photograph to correspond with the number entered on Form ECR-318, using the color specified by the State office. For very small fields the number may be written outside the field and tied to it with an arrow.

Where a subdivision of a field is devoted to a special soil-depleting crop, or to commercial vegetables in a commercial vegetable county, or to a soil-building practice, and the division between the crops or practices for 1939 cannot be identified on the photograph or where field divisions in 1939 are not the same as when the photograph was



taken, the supervisor should make sufficient ground measurements from features which can be identified on the photograph to show accurately the 1939 fields, division between crops, or practices. Measurements made by the supervisor to locate field subdivisions should be carefully scaled in on the photograph, using a needle point, with a circle around it to indicate the points located. When a field is devoted to two or more soil-depleting crops for which special allotments are **not** established, or two or more nondepleting crops on which no soil-building practice was carried out, the proportionate parts devoted to each of the crops may be estimated and shown in column B of ECR-318, and no subdivision shown on the photograph.

In some cases, field lines will appear on the photograph which are not subdivisions between the 1939 crops. To indicate that the area on both sides of such lines should be considered as one field in 1939, place the following symbol across the line:  $\sqrt{\wedge}$

Utmost care should be exercised by the supervisor in plotting field divisions as the accuracy of these divisions will later affect the accuracy of determining the acreage of each field from the photograph. Every effort should be made to hold to a minimum the marks made on the photograph. A record of measurements and notations should be submitted to the county office in cases where it is necessary to plot field divisions which cannot be accurately located.

**3. Small areas.**—The following will apply to areas too small or too narrow to be computed accurately from the photographs.

(a) **Cropland.**—Any field on which the acreage is to be determined which appears to be less than one-half acre or an average width of less than one-half chain, should be measured by the supervisor by ground measurements and the measurements shown on field notes. In the case of long, narrow areas, the supervisor should determine the narrow dimension by ground measurements and indicate this dimension in field notes or in column E, Form ECR-318, as follows: "Width 0.45 ch. Y-Z." The length will be scaled in the county office and the area computed.

(b) **Unused strips.**—In order to obtain accurate acreages it will often be necessary to make deduction for an unused strip of cropland around the border of fields. In such cases the planimeter or rotometer operator will determine the acreage of the entire field and then deduct the unused land indicated by the supervisor. The supervisor will indicate, by letter, the corners or other points in the boundary of the field, measure the average width to be deducted between such points and make entries in column E, Form ECR-318, such as "Deduct 10 links Y-Z." The length of the areas to be deducted will be scaled in the county office, and the areas computed and entered in the appropriate column of Form ECR-318.

(c) **Waste land.**—Small areas of uncultivated land such as rock outcroppings, ditches, sink holes, trees, etc., which occur within the boundary of cultivated fields should be indicated on the photograph as accurately as possible. The acreage of such areas will be determined in the county office from ground measurements made by the supervisor. These areas of waste or unused land may be designated on the photograph by the letter W.



**E. Execution of Form ECR-318.**

1. **Farm field report (sec. I of Form ECR-318).**—This section should be filled in by the supervisor at the time he checks performance, and the supervisor's entries for each field should be made in the course of inspecting the field. The supervisor will make entries as follows:

**Column A:** The field number entered in column A should agree with the field number on the photograph. Where two or more crops are grown in the same field or a soil-building practice is performed on a part of the field, separate field subdivisions as 1-A, 1-B, etc., should be shown. If two or more producers have separate acreages of the same crop in a field, a subdivision of the field should be shown for each producer, and the acreage of each producer's separate crop should be shown. For example: A 30-acre field of cotton is shared as follows: John T. Smith, landlord, rents the entire field to Sam B. Jones, share tenant, Smith getting one-fourth of the crop. Sam B. Jones sublets 20 acres of the field to Joe S. Brown, sharecropper, for one-half of the crop on the 20 acres, and 10 acres of the field to Tom J. Green, sharecropper, for one-half of the 10 acres. This would leave one-fourth of the crop for Sam B. Jones, share tenant. In such case the subdivisions of the field should be shown as 1-A and 1-B in column A. Each sharecropper should be shown in column M once each (opposite the appropriate subdivision), and the share tenant should be shown twice in column M, once opposite each subdivision.

On wheat allotment farms a careful check should be made with Form ECR-305 or with the recheck report on Form ECR-305, if a recheck was made after disposal of excess wheat acreage. Care should be taken to retain the same field numbers for the wheat fields if they are shown on the 1939 photograph. In case it is necessary to subdivide a wheat field to indicate different practices or different crops following the wheat, these subdivisions should be indicated as 1-A, 1-B, etc. If the 1939 photograph was not used in checking the wheat acreage, and it is not convenient to have the field number for the 1939 program correspond with the field number on Form ECR-305, a new number may be assigned.

**Column B:** There should be entered in this column the estimate of the operator, or his representative, of the acreage in each field or subdivision.

**Column C:** The county office will enter in this column the acreage in each field as determined from the supervisor's report. In each case the acreage determined by the county office should be compared with the operator's estimate in column B and if a material discrepancy exists a recheck should be made. The original figure entered should in no case be erased. If a recheck of the acreage indicates that the original figure was incorrect, a line should be drawn through the original figure and the correct acreage entered above.

**Column D:** Show the use of each field in 1939, including each crop grown and information necessary for their correct classification. Small grains seeded in the fall of 1939 should not be shown in this column. Commercial vegetables seeded in the fall of 1938 for harvest in 1939 should be shown, but vegetables seeded in the fall of 1939 for harvest in 1940 should **not** be shown. In the case of potatoes and



vegetables grown for use on the farm, the notation "home use" should be entered after the name of the crop.

**Column E:** In this column enter field measurements of the areas to be deducted from the total acres in field (such as rock outcroppings, etc.).

**Columns F, G, and H:** No entries will be made in these columns by the supervisor.

**Column I:** In the case of crops on noncropland, the supervisor will enter a check mark in column I to indicate that the crop is on noncropland. If any part of the area is devoted to open noncrop pastures, the fractional part of the area which is fenced and will carry at least one animal unit for each five acres should be indicated by the supervisor.

The total acreage later determined by the county office will be entered in this column. The acreage of fenced noncrop open pasture which meets the carrying capacity requirements will also be entered and circled by the county office.

**Column J:** Enter in column J the practice code and description of each soil-building practice as shown in section VII of these instructions.

If a seeding practice is carried out in connection with a soil-depleting crop, the name of the soil-depleting crop (including small grains seeded in the fall of 1939) should be shown in the description of the practice. In the case of the application of fertilizing materials such as superphosphate, basic slag, or potash, the crop or crops to which such application was made and the analysis of the fertilizer should be clearly indicated in the description of the practice. For example: If an application of 20 percent superphosphate is made in connection with the seeding of alfalfa seeded alone, the description should include "20 percent Superphos. on alfalfa seeded alone."

Superphosphate, potash, and basic slag applied to grasses or legumes in connection with the soil-depleting crops will not qualify for credit and should not be shown. For this purpose any of these materials applied to a grass or legume in connection with small grains in the fall of 1939 will not qualify.

The manner in which materials furnished by the A. A. A. as grants of aid are used should **always** be shown and the letters AAA should precede the description. In case any such material is used so as not to qualify for credit, the supervisor will clearly indicate this fact on Form ECR-318.

In the case of a mixed fertilizer which is used in such manner as to qualify for a soil-building practice, the supervisor should enter the total quantity and analysis of the material in column J and the county office should compute the equivalent of superphosphate and potash and enter the result in column K. The crops on which limestone was applied should be shown.

**Column K:** The total quantity of the materials used in connection with each practice such as pounds of seed used in seeding practices, the total pounds of lime or superphosphate or potash applied, or the total linear feet of terrace constructed, should be recorded in column K. All practicable means, such as invoices, etc., should be used to verify the practices reported as carried out. If the supervisor has any doubt as to whether or not a practice reported was carried



out, he should so indicate on Form ECR-318 for the information of the county committee.

**Column L:** The county office will enter in this column the respective acreages on which soil-building practices were carried out.

**Columns M, N, O, P, Q, R, and S** will be used only where there is a share tenant or a sharecropper, who has a share in a special soil-depleting crop, or a share in the acreage of commercial vegetables if the farm is in a commercial vegetable county; or who has contributed to the carrying out of a soil-building practice on the farm. If a share tenant or sharecropper has a share in such a crop or contributed to the carrying out of a practice, these columns will be used for the fields or subdivisions thereof on which is grown the special soil-depleting crop or commercial vegetables, or on which the soil-building practice is carried out.

**Column M:** The name and address of the tenant should be listed on the upper half of the line, and the name and address of the sharecropper should be listed on the lower half of the line. The landlord's name will not be listed in column M.

**Column N:** Enter in column N for each field, or subdivision of a field, the fractional share of the soil-depleting crop (or the proceeds thereof) to which the share tenant or sharecropper is entitled.

**Columns O and R:** The supervisor will make no entries in these columns.

**Columns P and S:** Where two or more producers shared in carrying out any practice, the letters PS (denoting "part share") should be entered opposite the name of the share tenant or sharecropper, or both, in column P to indicate that a share of the practice is to be credited. Similarly, the letters PS should be entered in column S, of the line on which the practice is recorded, if a part of the practice is to be credited to the landlord. Where the practice on a field is carried out by only one person and other producers share in practices carried out on other fields, the word "all" should be entered on the line on which the practice is recorded instead of the letters PS. Where only one producer carried out all the practices for the entire farm, the words "All Practices," should be shown in column P, opposite his name, in the case of a tenant or sharecropper and if such person is the landlord the notation "All Practices" will be entered in column S.

In determining whether a person contributed to the carrying out of a soil-building practice which would entitle him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without compensation.

**Column Q:** Enter in column Q for each field the fractional share of the landlord in each special soil-depleting crop, or in the acreage of commercial vegetables if the farm is in a commercial vegetable county. If the operator receives all the crops and carried out all the practices, the words "All crops and practices" should be entered opposite his name at the top of the form.

**2. Other farms in which any producer on the farm has an interest (Sec. II of Form ECR-318).**—The supervisor should identify



carefully other farms in the county in which any producer on the farm has an interest and should indicate clearly the producers who are so interested. Farm serial numbers or descriptions may be used. Similar information for farms in each other county and State in which any producer on the farm has an interest should be shown, together with the number of such farms and the county and State in which each is located. If this information is not available for any producer, a notation to that effect should be entered by the supervisor. In case no producer on the farm has an interest in any other farm, the word "none" should be written in Section II of Form ECR-318.

**3. Operator's certificate (Sec. III of Form ECR-318).**—The signature of the operator (or of his representative) should be obtained at the time performance is checked by the supervisor after the Form ECR-318 has been filled in (with the exception of the entries which require computations by the county office) and after the operator (or his representative) has reviewed the data entered thereon.

#### SECTION IV.—CHECKING SUPERVISORS' REPORT IN COUNTY OFFICES

Supervisors should deliver the first three to five completed farm reports to the county office as soon as completed and thereafter as instructed by the county office, but at least once each week. The supervisor's report should be checked promptly at the county office. The checking of the supervisor's report will include a determination that—

- (1) The farm is properly identified on the photograph;
- (2) All field boundaries are plain, well defined and closed;
- (3) All fields are numbered and subdivisions properly lettered;
- (4) Where farm lies on more than one photograph, proper identification and location of farm is on each form;
- (5) Where two or more separate tracts of land are included in a farm, the tracts are properly identified, such as No. 1 of three tracts, No. 2 of three tracts, or No. 3 of three tracts;
- (6) All symbols and numbers on photograph correspond to symbols and numbers as listed on Form ECR-318;
- (7) Where deductions are indicated the necessary data are shown on Form ECR-318, field notes, or on the photograph;
- (8) No field is omitted from the report and no field number or symbol is omitted from the photograph;
- (9) All notes and field forms have the farm serial number and photo number recorded on each sheet;
- (10) Information in column D, Form ECR-318, is sufficient to permit correct classification of crops;
- (11) Description of practices is complete;
- (12) Uses of materials furnished as grants of aid are clearly indicated;
- (13) Division of crops and practices is shown;
- (14) Other farms are shown in section II, or the word "None" is entered;



- (15) Operator's signature and date of check of performance are on the report;
- (16) If all farms on the photograph have not been visited the reason is indicated on Form ECR-214, and
- (17) All other necessary data are correctly entered.

The supervisor should be shown any errors he has made and should be instructed to make any necessary corrections and obtain information missing from his report. Promptness in checking the report with the supervisor will save much time and make for accuracy of reports.

#### SECTION V.—DETERMINATION OF ACREAGE

After identification of the farm and fields, the acreage of fields will be determined from the photograph by the use of planimeter or rotometer. This work will be done by computers in the county office. The acreages as determined will be entered in the spaces provided on Form ECR-318.

**Operation of planimeters and rotometers.**—Instructions furnished for the use and care of planimeters and rotometers should be carefully followed. Care and precision in the use of these instruments cannot be over-emphasized.

Unless otherwise noted, the photographs have a scale of 1 inch equals 660 feet. At this scale, 1 linear inch on the photograph equals 10 chains and 1 square inch on the photograph represents 10 acres on the ground. Thus, the accepted planimeter or rotometer reading may be converted to acres simply by multiplying by 10 for all instruments having a reading of unity. If the particular instrument does not have a reading scale of unity, a correction factor must be applied to the reading. Where a deduction is to be made in the county office for unused strips of land around the edges of fields or for waste land or other acreages, the distance to be used in making such computations may be obtained in accordance with the supervisor's field notes, by measuring on the photograph with the engineer's scale. Likewise, field subdivision lines may be located from measurements made in the field by supervisors. These measurements will be indicated by the supervisor on a sketch of the field, on field notes, or in column E of Form ECR-318.

In counties where a part of the photographs are marked in zones, indicating that the scale of a portion of the photograph varies from one inch equals 660 feet, the planimeter or rotometer reading in such zones must be multiplied by the appropriate correction factor. The zones or portions of the photographs to which such factors apply will be indicated by colored pencil or ink lines drawn at the State office and the applicable factor will be shown on the margin of the photograph opposite the zone. In determining the correct distance between two points in such a zone on the enlargement, or in locating a point in the zone, a linear correction factor must be applied to scaled measurements. This factor is determined by taking the square root of the area correction factor shown in the margin of the photograph.



## Examples:

<i>Photo number</i>	<i>Area factor</i>	<i>Linear factor</i>
ABX-6-97	.914	.956
ACC-11-29	1.090	1.044

To obtain the correct distance between two points in a zone on the enlargement, the distance between the points may be measured with an engineer's scale and this measured distance multiplied by the linear factor. For example, scaled distance equals 0.4 inches, or 4 chains. Correct distance equals 4 times 0.956, equals 3.824 chains. To locate a point on the enlargement by scaling, divide the distance measured on the ground by the linear factor. For example, distance measured on ground equals 4 chains. Distance to scale on enlargement equals 4 divided by 0.956, equals 4.184 chains.

#### SECTION VI.—COMPLETION OF SUPERVISOR'S FARM REPORT IN COUNTY OFFICE

After the supervisor's farm report has been checked for accuracy and the acreage for each field has been determined, the following entries will be made in the county office:

**A. Transfer of acreages.**—The acreage computed for each field will be entered in column C.

**B. Classification of crop acreages and land uses.**—The classification of the acreage in each field will be shown by entering the appropriate acreage in column F, G, H, or I.

1. In case one soil-depleting crop only is grown on the field the acreage will be entered in Column F.

2. In case one nondepleting crop only is grown on a field, the acreage will be entered in column G.

3. If the field is idle, the acreage will be entered in column H.

4. If any field or part thereof is noncropland, the acreage of non-cropland will be entered in column I.

5. If one soil-depleting crop is followed by another soil-depleting crop, the acreage will be entered in column F opposite the first crop and the acreage of the second soil-depleting crop (and third, etc.) will be entered and circled in column F opposite the name of the second crop.

6. If a soil-depleting crop and a nondepleting crop are grown successively in a field, the acreage will be entered in column F opposite the soil-depleting crop and the same acreage will be entered and circled in column G opposite the nondepleting crop.

7. If a nondepleting crop is followed by a nondepleting crop, the acreage of the first crop will be entered in column G and the acreage of the second crop will be entered and circled in column G.

8. If a soil-depleting crop is interplanted with a nondepleting crop, the **entire** acreage will be shown in column F as soil-depleting and also entered and circled in column G as nondepleting.

9. If cotton (or any other soil-depleting crop) is interplanted with potatoes (or commercial vegetables) so as to occupy the land simultaneously, the entire acreage will be entered in column F as cotton and one-half the acreage will be entered and circled in column F as potatoes, provided that the potato rows are approximately twice



the normal width of row for potatoes. If the rows are less than twice the normal width of row for potatoes, the entire acreage will be entered as cotton and the entire acreage will also be entered and circled as potatoes.

**C. Determination of acreage shares.**—For each farm where more than one producer is interested, enter the soil-depleting acreage shares in column O and R of Form ECR-318 for each field in the case of special soil-depleting crops and in the case of commercial vegetables in a commercial vegetable county.

**D. Rechecking after disposition of excess acreage of soil-depleting crops.**—Where an acreage of a soil-depleting crop is disposed of to avoid a deduction from the maximum payments after the acreage has been determined, a recheck by a supervisor will be made. In such cases it will be necessary to redetermine the acreage devoted to a soil-depleting crop for which the classification may be changed by the disposition of excess acreage such as tobacco and peanuts prior to harvest and cotton prior to formation of bolls. A recheck will not be made in the case of soil-depleting crops for which the classification cannot be changed by the disposition of excess acreage such as corn, potatoes, and annual truck and vegetable crops. A separate report on Form ECR-318 will be prepared for each farm where a recheck is made by the supervisor. The area disposed of will be clearly indicated on the photograph except in cases where the area disposed of is less than 0.5 of an acre in which case a sketch showing measurements will be prepared and attached to Form ECR-318. Where a portion of the field is disposed of, the remaining portion devoted to the soil-depleting crop should be indicated as field 1A, and that portion of the field on which the excess acreage was disposed of should be indicated as field 1B, etc.

#### SECTION VII.—CODES FOR USE IN RECORDING SOIL-BUILDING PRACTICES

Practice	Code	Example of description	Statement of practice
Improving land by use of superphosphate.	A-1	16 % super phosphate on red clover alone —or— 20 % superphosphate on bluegrass.	Superphosphate applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, annual ryegrass, lespedeza, crotalaria, or permanent pasture. (300 lbs. of 16 percent or 240 lbs. of 20 percent material will count 1 unit.)
Improving land by use of triple superphosphate furnished by A. A.	A-2	Triple superphosphate on non-crop pasture.	Triple superphosphate applied (except in connection with soil-depleting crops) to, or in connection with the seeding of perennial or biennial legumes, perennial grasses, winter legumes, annual ryegrass, lespedeza, crotalaria, or permanent pasture. (100 lbs. will count 1 unit.)



# 14 DETERMINATION OF PERFORMANCE BY AERIAL PHOTOGRAPH

## Section VII.—Codes for Use in Recording Soil-Building Practices—Continued

Practice	Code	Example of description	Statement of practice
Improving land by use of potash.	B	Potash on alfalfa--	Potash applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, annual ryegrass, lespedeza, crotalaria, or permanent pasture. (200 lbs. of 50 percent muriate or equivalent will count 1 unit.)
Improving land by use of basic slag.	C	Basic slag on vetch--	Basic slag, rock phosphate, or colloidal phosphate applied (except in connection with soil-depleting crops) to or in connection with the seeding of perennial or biennial legumes, perennial grasses, winter legumes, annual ryegrass, lespedeza, crotalaria, or permanent pasture. (500 lbs. will count 1 unit.) (Not applicable in West Virginia.)
Improving land by terracing.	D	Terracing-----	Construction of standard terrace for which proper outlets are provided. (200 linear feet will count 1 unit.) (Not applicable in West Virginia.)
Reseeding depleted pastures.	E	Reseeding depleted pastures.	Reseeding depleted pastures with good seed of adapted pasture grasses or legumes. (10 lbs. of seed will count 1 unit, but not more than 1 unit credit will be given for 1 acre.) (Not applicable in West Virginia.)
Improving land by use of ground limestone.	F-1	Limestone —or— Burnt lime.	Ground limestone or equivalent applied to farm land. (Credit will not be given for applications of less than 1,000 lbs. per acre to flue-cured tobacco, peanuts, or commercial vegetables.) The amount which will count as a unit is set forth in the State bulletin.
Improving land by use of ground limestone furnished by A. A. A.	F-2	A. A. A. limestone--	Ground limestone applied to farm land. (Credit will not be given for application of less than 1,000 lbs. per acre to flue-cured tobacco, peanuts, or commercial vegetables.) The amount that will count 1 unit is set forth in the State bulletin.
Seeding alfalfa-----	G-1	Seeding alfalfa-----	Seeding adapted varieties of alfalfa. (Each acre will count 2 units.)



*Section VII.—Codes for Use in Recording Soil-Building Practices—Continued*

Practice	Code	Example of description	Statement of practice
Seeding specified legumes and grasses.	G-2	Seeding approved red clover.	Seeding kudzu, sericea, approved red clover, alsike clover, sweet clover, white clover, hop clover, bur clover, crotalaria, bluegrass, orchard grass, reed canary grass, vetch, Austrian winter peas, crimson clover, annual ryegrass, or mixtures of legumes and perennial grasses other than a mixture consisting solely of timothy and reedtop, as provided in State bulletins. (Each acre will count 1 unit.)
Seeding Austrian winter peas or vetch furnished by the A. A. A.	G-3	Seeding A. A. A. vetch.	Seeding Austrian winter peas or vetch furnished by the A. A. A. (Each acre will count 1 unit.)
Growing green manure crops and clover crops.	H	Rye turned or soybeans left on land.	Green manure crops: Soybeans, velvet beans, cowpeas, crimson clover, Austrian winter peas, vetch, sweet clover (in Delaware, Maryland, and West Virginia), rye, barley, wheat, buckwheat, oats, Sudan grass, millet, sorghum, sown corn, or mixtures of such crops, of which a good stand and good growth is plowed or disced under as green manure as provided in State bulletins. A good stand and good growth of soybeans not classified as soil-depleting, velvet beans, cowpeas, sweet clover in orchards, or rye, left on the land as a temporary mulch. Summer legumes interplanted or grown in combination with soil-depleting crops, and 1939 seedings of sweet clover in orchards will not be counted under this practice H. (Each acre will count 1 unit.)
Improving stand of forest trees.	I	Improving forest stand.	With prior approval of the county committee improving a stand of forest trees under such approved system of farm woodlot management as is specified by the A. A. A. (Each acre will count 2 units.)
Planting forest trees	J	Planting trees-----	Planting forest trees, provided such trees are protected and cultivated in accordance with good tree-culture practice. (Each acre will count 5 units.)



*Section VII.—Codes for Use in Recording Soil-Building Practices—Continued*

Practice	Code	Example of description	Statement of practice
Summer legumes interplanted with depleting crops.	K	Cowpeas with corn left on land.	Soybeans, velvet beans, or cowpeas, interplanted or grown in combination with soil-depleting crops, of which a good stand and good growth is obtained and the foliage is not harvested. (Each 2 acres will count 1 unit.)
Seeding timothy, redbtop, or lespedeza.	L	Seeding timothy---	Seeding annual lespedeza, timothy, redbtop, or a mixture consisting solely of timothy and redbtop. (Each 2 acres will count 1 unit.)
Mulching orchards.	M	Mulching orchards	Applying straw or equivalent mulching material, excluding barnyard and stable manure, in orchards at the rate of not less than 2 tons, air dry weight, per acre. (Each acre so mulched will count 1 unit.) (Not applicable in North Carolina and Virginia.)
Preventing erosion by contour listing or furrowing.	N	Contour listing —or— Contour furrowing.	Contour listing or furrowing noncropland (the acreage of this practice will be computed on the basis of the area so handled, each furrow or strip being considered to occupy an area not in excess of one-half rod in width). (Each 4 acres will count 1 unit.) (Not applicable in North Carolina, Virginia, and West Virginia.)
Preventing erosion by strip-cropping.	O	Strip-cropping----	With prior approval of the county committee, strip-cropping with alternate strips of close-grown crops and intertilled crops. (Each 4 acres will count 1 unit.) (Not applicable in Virginia.)

**SECTION VIII.—PREPARATION OF SUMMARY OF SUPERVISOR'S FARM REPORT, FORM ECR-319**

Form ECR-319 is a summary of the supervisor's farm report and contains all information necessary in preparing the application for payment which will be typed from this form. The entries on Form ECR-319 should be kept up currently with the completion of Forms ECR-318. The entries referred to in A and B below may be made prior to the filing of the Supervisor's Farm Report, Form ECR-318, for the farm.

A. Transfer of data from Form ECR-307, "1939 Listing Sheet."—A Form ECR-319 will be prepared for each farm with re-



spect to which performance is being checked. The following entries will be made from Form ECR-307, "1939 Listing Sheet":

1. The code and farm serial number and the name of the operator of the farm.

2. In section III enter on line 1 of the respective columns the yield per acre for tobacco, cotton, wheat, peanuts, potatoes, or corn.

When column E is used for wheat in counties which have been designated as commercial peanut counties and in which a commercial wheat acreage allotment has been established on one or more farms under the 1939 program, the words "peanuts or" should be marked out. When column E is used for peanuts in such counties, the words "or wheat" should be marked out. It will be unnecessary to mark out "peanuts" or "wheat" in noncommercial peanut counties and in commercial peanut counties in which no commercial wheat acreage allotments were established. It will be unnecessary to mark out "corn" or "potatoes" in column F, since the commercial corn area and the commercial potato area in the East Central Region do not overlap.

If it is necessary to change the heading of any column to provide for showing two kinds of tobacco or for showing peanuts and wheat on the same farm, a column not otherwise needed for the farm should be used and the heading changed to indicate the crops shown therein.

3. Enter on line 2, in the respective columns, the acreage allotment for total soil-depleting, tobacco, cotton, wheat, peanuts, potatoes, corn, and commercial vegetables. Enter a zero in line 2 for each crop where the allotment is zero and a 1939 acreage figure for the particular crop is entered in line 3. Prefix the wheat acreage allotment with the letter "a" as a positive indication that there is a wheat allotment on the farm; for example, a25.0. For nonallotment wheat farms with a usual acreage of eight acres or less, make no entry in column E, line 2, but if the usual acreage is more than eight acres, enter the usual acreage. Be careful not to use the prefix "a" before the usual acreage entry.

4. Enter in section IV, column K, items 1, 4, and 5 the acreage of total cropland, eligible noncrop pasture, and commercial orchards, as shown in columns 5, 7, and 4, respectively, of Form ECR-307.

5. Enter in section VIII, lines 32, 33, and 36, respectively, in the column headed "ECR-307," the total cropland acreage, commercial orchard acreage, and total farm land from columns 5, 4, and 3, respectively, of Form ECR-307.

**B. Soil-building goal.**—The soil-building goal will be entered in the space provided in column Z and may be obtained from Forms ECR-311, ECR-315, or by dividing the entry in column 8 of Form ECR-307 by \$1.50.

**C. Summary of data on Form ECR-318.**—

1. **Farm acreages for 1939 (sec. VIII of Form ECR-319).**—The 1939 acreage for the farm for each soil-depleting crop should be entered in the space provided. The total acreage of a crop should be entered as one figure, except that, in those cases where a portion of the acreage was circled on Form ECR-318 because of a second crop or interplanting, separate totals will be entered for the circled and uncircled acreages. The sum of the circled acreages will be shown circled and the sum of the uncircled acreages will be entered



without circling. The 1939 acreage of a particular crop will be the sum of the circled and uncircled entries for the crop on Form ECR-319 and will determine whether the acreage allotment for the particular crop has been exceeded. In the case of crops grown on noncropland, including commercial orchards, the acreage will be entered in the "acres" column with the word "noncrop."

In line 18 should be entered the total of the 1939 acreage figures in lines 1 to 17, inclusive, which are not circled. The sum of the uncircled entries in 1 to 17, inclusive, will determine whether the total soil-depleting acreage allotment has been exceeded. There should also be entered and circled the total of the circled entries in lines 1 to 17, inclusive.

In lines 19 to 28, inclusive, the names and acreages of nondepleting crops should be entered.

In line 29 should be entered the acreage of **noncommercial** orchards and vineyards less any acreage occupied by interplanted crops. The **total** acreage of **noncommercial** orchards should be entered in line 29 immediately to the left of the column headed "acres."

In line 30 should be entered the total of the 1939 acreage figures in lines 19 to 29, inclusive, which are not circled. There should also be entered and circled the total of the circled entries in lines 19 to 29, inclusive.

In line 31 should be entered the acreage of idle cropland.

In line 32 should be entered the total 1939 acreage of cropland as determined from the 1939 supervisor's report. This will be the sum of the uncircled items 18, 30, and 31, less the uncircled acreages of crops grown on noncropland. The sum of the acreages of crops on noncropland will be entered and **circled** above the cropland figure. In any such case, an explanatory note should be entered on Form ECR-319 relative to such entry.

In line 33 should be entered the total acreage of commercial orchards and vineyards as determined from the 1939 supervisor's report.

In line 34 should be entered the total acreage of open noncrop pasture as determined from the 1939 supervisor's report. In addition, there should be entered in line 34 and **circled** the supervisor's estimate of the acreage of fenced, open, noncrop pasture land capable of carrying at least one animal unit for each five acres thereof during the normal pasture season.

In line 35 should be entered the acreage of other noncropland on the farm.

In line 36 should be entered the correct acreage of farm land.

The original figure entered on Form ECR-319 should in no case be erased. If a recheck of any acreage figure indicates that the original entry was incorrect a line should be drawn through the original entry and the correct acreage entered above.

**2. Soil-building practices (sec. IV of Form ECR-319).—**Enter in columns H and X, respectively, the proper code and description (as outlined in sec. VII) of each soil-building practice carried out on the farm between November 1, 1938, and October 31, 1939. The quantity of material used and the acres on which each practice was carried out will be shown, respectively, in columns Y and Z.

The county office will check each soil-building practice entered to determine if the practice is consistent with the entries in section



VIII. On a wheat allotment farm the county office should not show an acreage of wheat turned or disced under as green manure greater than the acreage by which the wheat allotment exceeds the 1939 wheat acreage. If doubt exists with respect to any practice, the entry should be verified before the report is accepted as correct.

The number of units of each soil-building practice carried out on the farm should be determined to the nearest tenth of a unit by the county office on the basis of the unit equivalents for such practices set forth in ECR-301 and should be entered in column I. The total units of practices carried out will be entered in the space provided in column I, line 9. By comparing this total with the soil-building goal, the county office can determine whether or not the goal has been met. If the goal has not been met, the county office should, if practicable, suggest to the operator the carrying out of additional practices.

3. **1939 acreage (sec. III of Form ECR-319).**—Enter in line 3, the acreage devoted in 1939 to total soil-depleting crops, tobacco, and cotton in the respective columns. Enter in column E the acreage devoted in 1939 to wheat if the farm has: (1) a wheat allotment, (2) a usual acreage of wheat in excess of 8 acres, or (3) an acreage devoted to wheat in 1939 in excess of 8 acres. Enter in column E the acreage devoted to peanuts in 1939 on farms in commercial peanut counties. Enter in column F the acreage devoted in 1939 to potatoes on potato allotment farms and for each other farm in the counties of Edgecombe and Martin, N. C.; Oldham, Ky.; and Mathews, Va.; on which the 1939 acreage of potatoes for market exceeds 3 acres. Enter in column F the acreage in 1939 devoted to corn in commercial corn counties. The corn acreage will be entered for a noncorn-allotment farm in a commercial corn county only if it exceeds 8 acres. Enter in column G the acreage devoted in 1939 to commercial vegetables on vegetable allotment farms and for each other farm in a commercial vegetable county on which the 1939 acreage of commercial vegetables is in excess of 3 acres. Enter a zero in line 4 for each crop where the 1939 acreage is zero and the allotment for the particular crop is entered in line 3.

Acres should be rounded to the nearest tenth of an acre. The total soil-depleting acreage will be the uncircled entry in line 18, section VIII, while the entries for other crops will be obtained from items 1 through 7 of section VIII. The acreage for each crop will be the sum of the uncircled and circled entries for the crop. If in any case tobacco was grown in 1939 on a farm for which there is no tobacco acreage allotment, the yield per acre determined for other land in the same locality similar to that covered by the application should be entered on line 1 as the yield per acre for the land covered by such applications, and zero should be entered on line 2 as the tobacco acreage allotment. A similar procedure should be followed for those cases where there is no cotton acreage allotment for the farm and cotton was grown in 1939. A similar procedure should be followed on nonallotment wheat farms in those cases where wheat is grown in excess of the usual acreage and in excess of 8 acres. A similar procedure also should be followed in commercial peanut counties for those cases for which there is no peanut acreage allotment for the farm and peanuts were grown in 1939; in commercial



corn counties for those cases for which there was no corn acreage allotment for the farm and corn was grown in 1939 in excess of 8 acres; and in commercial potato counties which are not commercial vegetable counties for those cases for which there was no potato acreage allotment for the farm and more than 3 acres of potatoes were grown for market in 1939. In commercial vegetable counties a zero will be entered as the commercial vegetable allotment in those cases where there is no vegetable allotment for the farm and more than 3 acres of commercial vegetables were grown in 1939.

**4. Names and addresses of applicants (sec. V of Form ECR-319).**—Enter in lines 10, 11, 12, 13, 14, and 15 the name and address of each applicant who is entitled to a share in any soil-depleting crop for which an individual soil-depleting acreage allotment is established or who has incurred any portion of the expense of carrying out any soil-building practice on the farm. If there are more than six applicants, section V of additional Forms ECR-319, should be used.

**5. Name and address of assignee and amount of assignment, if any, should be entered in section VI in lines 10b, 11b, 12b, 13b, 14b, and 15b.**

**6. Division of crops, practices, and materials furnished among applicants (sec. VI of Form ECR-319).**

**Division of soil-depleting crops.**—In lines 10c, 11c, 12c, 13c, 14c, and 15c enter in columns C, D, E, F, and G, the share of each applicant in the respective soil-depleting crops or the proceeds thereof expressed in acres. These entries in each column should be added together in order to make certain that the total for the applicants is equal to the 1939 acreage devoted to the soil-depleting crop as shown in line 3 (or the soil-depleting acreage allotment as shown in line 2, if any such crop is not grown on the farm in 1939 or the acreage of the crop is substantially reduced by flood, hail, drought, insects, or plant bed diseases). In case the acreage is zero and in case of total or substantial crop failure, the soil-depleting acreage allotment should be divided among the applicants on the basis of the acreage as it was intended to be grown. The acreage of crops will be expressed to the nearest tenth of an acre. Fractions of five-hundredths or less will be dropped and fractions of more than five-hundredths will be counted as one-tenth of an acre. If it is desired to divide the acreage or allotment exactly between two or more persons, then such 1939 acreage or allotment divisions may be expressed in one-hundredths. It is necessary to show the word "all" or the crop acreage for every case where the name of only one applicant appears.

The soil-depleting acreage shares will have been entered in columns O and R of Form ECR-318 for each field in the case of soil-depleting crops for which special acreage allotments are established, and in the case of commercial vegetables if in a commercial vegetable allotment county. Form ECR-116, "Tabulation of Crops and Practices," may be used for the purpose of summarizing for each producer his acreage share of each of such crops.

In such case, the name of the producer should be written on Form ECR-116 in the column provided. The names of the crops should be written across the top of the form in the spaces provided and the acreage share of each producer entered for each field under the column used for the crop. Separate totals of the crops as indicated above will be made for each producer.



**Division of soil-building practices.**—Enter in lines 10c, 11c, 12c, 13c, 14c, and 15c, in column H the number of units to the nearest tenth in each applicant's share of the soil-building practices carried out on the farm. The sum of the units entered in column H for the applicants should equal the total units of practices carried out on the farm as shown above in column I. In case all the soil-building practices were carried out by one person, the word "all" may be entered in lieu of the units of such practices.

Each soil-building practice will be divided on the basis of the information shown in the Supervisor's Farm Report as to the producers sharing in the practice. This may be done on Form ECR-116.

Where the letters PS, indicating the different producers who incurred expense in carrying out a soil-building practice on a given acreage, were entered by the supervisor beside the names of such producers, the practice will be divided equally among them, unless such producers establish to the satisfaction of the county committee that the contributions of the different producers were not in equal proportions, in which event the practice should be divided in the proportion which the committee determines each such producer contributed thereto.

**Materials furnished as grants of aid.**—The amount of each material furnished the farm as a grant of aid, if any, should be shown in the space provided in section VI. A notation should be made with respect to materials furnished which have not been used in such manner as to qualify for credit toward meeting the soil-building goal. The notation should include the use made of the material and the amount of the material so used. The county committee will, in accordance with applicable instructions, determine whether the material has been used in a manner which is not in substantial accord with the purposes for which materials are furnished. The total amount of each material furnished will be entered in the space provided. Enter on lines 10c, 11c, 12c, 13c, 14c, and 15c, the amount of material furnished each applicant. The sum of the amounts of the material furnished each applicant should equal the amount of such material furnished as shown at the head of the column. The total amount of material furnished may be obtained from Form ACP-64, Revised.

**7. Other farms in which applicant has an interest.**—If an applicant on a farm has an interest in any other farm, a cross reference on the application for each such farm will be necessary. This reference will be made by entering in section V, column B opposite the name of the applicant who is interested in other farms the code and serial number of each farm in which such applicant has an interest in the county. This reference will be made for each applicant regardless of whether the applicant is interested as landlord, share tenant, or sharecropper. If additional space is required for listing of other farms, the name, code and serial numbers may be shown in section VII, together with a report of the number of farms in other designated counties and States.

The county office will keep the units of soil-building practices and acreage of crops listed currently on Forms ECR-324 and 325, respectively.













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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
EAST CENTRAL DIVISION

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1939 AGRICULTURAL CONSERVATION PROGRAM - - - - EAST CENTRAL REGION

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JUL 7 1939

**Part II—PROCEDURE FOR DETERMINATION OF PERFORMANCE BY GROUND MEASUREMENTS**

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1939 Agricultural Conservation Program including 1939 crop acreages and land uses and the soil-building practices carried out under the program.

State supervisors working under the direction of the State office will visit each county as soon as possible after the local supervisors start working. The State supervisors will check two or more farms reported by each local supervisor, at least 2 percent of all farms in each county and at least 20 percent of the cases where a recheck has been made by a local supervisor at the request of the farm operator. At least one-half of the local supervisors' reports which are checked in each county will be selected at random. The State supervisor will check the local supervisor's report on a farm or such part of the report as is required for him to determine that the report is accurate. Local supervisors will not be paid until their work has been checked by a State supervisor. The services of local supervisors whose work is not acceptable will be discontinued. A report on each farm checked by a State supervisor, showing all errors, will be filed in the county office and a copy will be filed in the State office. The State office will furnish a monthly summary of the State supervisors' reports to the Director of the East Central Division along with progress reports by counties.

The county office should exercise sufficient supervision to assure accurate and satisfactory work on the part of local supervisors, computers, and other persons engaged in the preparation of Forms ECR-318, ECR-319, and related forms.

Inasmuch as the purpose of checking performance is the accurate determination of the acreage of each crop, of each designated land use, and of each soil-building practice carried out under the program, it is important that all work be performed so as to accurately and effectively accomplish this objective.

**Section I. ASSEMBLING IN COUNTY OFFICE NECESSARY FORMS AND INFORMATION FOR LOCAL SUPERVISORS**

A. There should be assembled for each farm for which a grant of aid was made by the A. A. A., for each other farm for which Form ECR-315 or ECR-315A has been executed, and for other farms on which tobacco or cotton is planted in 1939:

1. Form ECR-318, Supervisor's Farm Report—1939.
2. Form ECR-217, 1939 Farm Sketch Map. (Forms printed in 1938 will be used for 1939.)



3. Form ECR-315 or ECR-315A, whichever is applicable.
4. Form ECR-305, Report of 1939 Seeded Acreage of Wheat, if applicable.

The above forms for each farm should be placed in an individual 9½- by 12-inch envelope so as to guard against loss or confusion with forms for other farms. The operator's name, the farm serial number, and any other information to help identify the farm, should be shown on the outside of the envelope.

B. The following entries should be made on Form ECR-318 at the county office prior to delivery to the supervisors:

1. State and county code, 1939 farm serial number, and the name and address of the 1939 operator;
2. The amount and description of each kind of material furnished to the farm by the A. A. A. as a grant of aid.

## Section II. PROCEDURE FOR LOCAL SUPERVISORS

A. Receive from the county office a number of sets of forms for such number of farms as can be visited and checked for performance within a reasonable period of time.

The supervisor should keep the set of forms for each farm in a separate envelope.

B. Visit the farm and, if possible, get the 1939 operator to assist in checking performance. If the operator is unable to assist, he should designate some responsible person as his representative to assist the supervisor. The operator should be notified in advance of the visit. The supervisor should not go upon any farm for the purpose of checking performance if the operator objects. If the operator of a farm refuses to permit the supervisor to check performance thereon, a note to that effect should be entered on Form ECR-318, Supervisor's Farm Report, for such farm and should be followed by the signature of the supervisor and the date of the refusal.

C. It is necessary that the supervisor inspect each field for which the acreage is to be determined, either from ground measurements or careful estimates, and he should walk around and across the field sufficiently to determine accurately the crops grown and practices carried out.

Determine the acreages of crops and other land uses for each farm participating in the 1939 Agricultural Conservation Program and determine the acreage of cropland and the acreages of tobacco and cotton for each other farm on which either of these crops is grown, as follows:

1. For each farm participating in the 1939 program for which a special soil-depleting acreage allotment is established:

(a) Measure the acreage of each soil-depleting crop. In case two or more soil-depleting crops for which special allotments are not established are grown in the same field, the acreage of the entire field may be measured and the proportion of the field occupied by each such crop estimated by the supervisor.

(b) Make a careful estimate of the acreage on which each soil-building practice was carried out, unless such acreage is meas-

ured in connection with the determination of the acreage of soil-depleting crops.

(c) Make a careful estimate of the acreage of all crops which are not soil-depleting and of other land uses.

2. For each farm participating in the program for which no special soil-depleting acreage allotment is established:

(a) Measure tobacco, cotton, and the acreage devoted to wheat, unless such acreage is clearly below 8 acres.

(b) Make a careful estimate of the acreage on which each soil-building practice was carried out on the farm.

(c) Obtain the operator's estimate of the acreage of each soil-depleting crop and other crops and land uses on the farm in 1939. If the operator's estimate appears to be incorrect, the supervisor should make a careful estimate of such acreage.

3. For farms not participating in the 1939 program but on which tobacco or cotton is grown:

(a) Measure the acreage of tobacco and cotton.

(b) Obtain the operator's estimate of the acreage of each soil-depleting crop and other crops and land uses.

In making estimates, consideration should be given to the shape of the field, and the approximate major dimensions of the field should be determined by stepping or other approximation.

D. The 1939 Farm Sketch Map should be made on Form ECR-217 at the time the supervisor checks performance. The actual shapes and locations of the fields should be shown as nearly as possible, and measurements where made should be recorded thereon in the proper place. Each field should be identified by a number: 1, 2, 3, etc., assigned to each field in a systematic arrangement. Subdivisions of the same field may be shown as 1-A, 1-B, 1-C, etc.

The supervisor will need the assistance of the operator or his representative in locating (1) the farm boundary, (2) subdivision of fields showing areas planted to different crops, (3) areas on which soil-building practices were carried out, (4) crops of different tenants and the shares of each, and (5) other information called for in Form ECR-318.

#### E. Execution of Form ECR-318.—

1. **Farm field report** (sec. I of Form ECR-318).—This section should be filled in by the supervisor at the time he checks performance, and the entries for each field should be made in the course of inspecting the field. The supervisor will make entries as follows:

**Column A.** The field number entered in column A should agree with the field number on the Farm Sketch Map. Indicate subdivisions of fields as 1-A, 1-B, etc., where two or more crops are grown in the same field or a soil-building practice is performed on a part of the field. If two or more producers have **separate** acreages of the same crop in a field, a subdivision of the field should be shown for each producer, and the acreage of each producer's separate crop should be shown. For example: A 30-acre field of cotton is shared as follows: John T. Smith, landlord, rents the entire field to Sam B. Jones, share-tenant, Smith getting one-fourth of the crop; Sam B. Jones sublets 20 acres of the field to Joe S. Brown, sharecropper, for



one-half of the crop on the 20 acres, and 10 acres of the field to Tom J. Green, sharecropper, for one-half of the 10 acres. This would leave one-fourth of the crop for Sam B. Jones, share-tenant. In such case the subdivisions of the fields should be shown as 1-A and 1-B in column A. Each sharecropper should be shown in column M once each (opposite the appropriate subdivision), and the share-tenant should be shown twice in column M, once opposite each subdivision.

**Column B:** In each case where the acreage is to be determined in the county office, the operator's estimate of the acreage in the field or subdivision thereof should be entered by the supervisor in column B.

**Column C:** In the case of a field measured by the supervisor, the acreage will be computed in the county office and entered in column C. If the acreage in the field is determined by careful estimate by the supervisor, the estimated acreage entry should be made in column C as follows: E-10, E-15, etc. In each case the acreage determined in the county office should be compared with the estimate in column B, and if a material discrepancy exists a recheck should be made. The original figure entered should in no case be erased. If a recheck of the acreage indicates that the original figure was incorrect, a line should be drawn through the original figure and the correct acreage entered above.

**Column D:** Show the use of each field in 1939, including each crop grown and information necessary for their correct classification. Small grains seeded in the fall of 1939 should **not** be shown in this column.

**Column E:** Will be used only in connection with aerial photographs.

**Columns F, G, and H:** No entries will be made in these columns by the supervisor.

**Column I:** In the case of crops on noncropland, the supervisor will enter a check mark in column I to indicate that the crop is on noncropland. If any part of the area is devoted to open, noncrop pasture, the total of such acreage will be entered and the acreage which is fenced and will carry at least one animal unit for each 5 acres should be entered and circled by the supervisor.

**Column J:** Enter in column J the practice code and description of each soil-building practice as shown in section V of these instructions.

If a seeding practice is carried out in connection with a soil-depleting crop, the name of the soil-depleting crop (including all small grains seeded in the fall of 1939) should be shown in the description of the practice. In the case of the application of fertilizing materials such as superphosphate, basic slag, or potash, the crop or crops to which such application was made and the analysis of the fertilizer should be clearly indicated in the description of the practice. For example: If an application of 20 percent superphosphate is made in connection with the seeding of alfalfa seeded alone, the description should include "20 percent superphos. on alfalfa seeded alone."

Superphosphate, potash, or basic slag applied to grasses or legumes in connection with soil-depleting crops will not qualify for credit

and should not be shown. For this purpose any of these materials applied to a grass or legume in connection with small grains in the fall of 1939 will not qualify.

The manner in which materials furnished by the A. A. A. as grants of aid are used should **always** be shown and the letters AAA should precede the description. In case any such material is used so as not to qualify for credit, the supervisor will clearly indicate this fact on Form ECR-318.

In the case of a mixed fertilizer which is used in such manner as to qualify for a soil-building practice, the supervisor should enter the total quantity and analysis of the material in column J and the county office should compute the equivalent of superphosphate and potash and enter the result in column K. The crops on which limestone was applied should be shown.

**Column K:** The total quantity of the materials used in connection with each practice such as pounds of seed used in seeding practices, the total pounds of lime or superphosphate or potash applied, or the total linear feet of terrace constructed, should be recorded in column K. All practicable means, such as invoices, etc., should be used to verify the practices reported as carried out. If the supervisor has any doubt as to whether or not a practice reported was carried out, he should so indicate on Form ECR-318 for the information of the county committee.

**Column L:** The county office will enter in this column the respective acreages on which soil-building practices were carried out.

**Columns M, N, O, P, Q, R, and S** will be used only where there is a share-tenant or a sharecropper, who has a share in a special soil-depleting crop or who has contributed to the carrying out of a soil-building practice on the farm. If a share-tenant or sharecropper has a share in such a crop or contributed to the carrying out of a practice, these columns will be used for the fields or subdivisions thereof on which is grown the special soil-depleting crop or on which a soil-building practice is carried out.

**Column M:** The name and address of the tenant should be listed on the upper half of the line, and the name and address of the sharecropper should be listed on the lower half of the line. The landlord's name will not be listed in column M.

**Column N:** Enter in column N for each field, or subdivision of a field, the fractional share of the soil-depleting crop (or the proceeds thereof) to which the share-tenant or sharecropper is entitled.

**Columns O and R:** The supervisor will make no entries in these columns.

**Columns P and S:** Where two or more producers shared in carrying out any practice, the letters PS (denoting "part share") should be entered opposite the name of the share-tenant or sharecropper, or both, in column P to indicate that a share of the practice is to be credited. Similarly, the letters PS should be entered in column S of the line on which the practice is recorded if a part of the practice is to be credited to the landlord. Where the practice on a field is carried out by only one person, and other producers share in practices carried out on other fields, the word "all" should be entered on the line on which the practice is recorded instead of the letters PS.



Where only one producer carried out all the practices for the entire farm, the words "All practices," should be shown in column P, opposite his name, in the case of a tenant or sharecropper and if such person is the landlord the notation "All practices" will be entered in column S.

In determining whether a person contributed to the carrying out of a soil-building practice which would entitle him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without compensation.

**Column Q:** Enter in column Q for each field the fractional share of the landlord in each special soil-depleting crop. If the operator receives all the crops and carried out all the practices, the words "All crops and practices" should be entered opposite his name at the top of the form.

**2. Other farms in which any producer on the farm has an interest** (sec. II of Form ECR-318).—The supervisor should identify carefully other farms in the county in which any producer on the farm has an interest and should indicate clearly the producers who are so interested. Farm serial numbers or descriptions may be used. Similar information for farms in each other county and State in which any producer on the farm has an interest should be shown, together with the number of such farms and the county and State in which each is located. If this information is not available for any producer, a notation to that effect should be entered by the supervisor. In case no producer on the farm has an interest in any other farm, the word "none" should be written in section II of Form ECR-318.

**3. Operator's certificate** (sec. III of Form ECR-318).—The signature of the operator (or of his representative) should be obtained at the time performance is checked by the supervisor after the Form ECR-318 has been filled in (with the exception of the entries which require computations by the county office) and after the operator (or his representative) has reviewed the data entered thereon.

### Section III. CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICES

Supervisors should deliver the first three to five completed farm reports to the county office as soon as completed and thereafter as instructed by the county office, but at least once each week. The supervisor's report should be checked promptly at the county office. The checking of the supervisor's report will include a determination that—

1. All fields are numbered and subdivisions properly lettered;
2. All field forms and notes have the serial number recorded on each sheet;
3. Where two or more separate tracts of land are included in a farm, tracts are properly identified such as No. 1 of 3 tracts, No. 2 of 3 tracts, or No. 3 of 3 tracts;
4. No field is omitted from the report;

5. Information in column D, Form ECR-318, is sufficient to permit correct classification of crops;
6. Description of practices is complete;
7. Division of crops and practices is shown;
8. Other farms are shown in section II, or the word "none" is entered;
9. Operators signature and date of check of performance are on the report; and
10. All other necessary data are correctly entered.

The supervisor should be shown any errors he has made and should be instructed to make any necessary corrections and obtain information missing from his report. Promptness in checking the report with the supervisor will save much time and make for accuracy of reports.

#### Section IV. COMPLETION OF SUPERVISOR'S FARM REPORT IN COUNTY OFFICE

After the Supervisor's Farm Report has been checked for accuracy, the following entries will be made in the county office:

**A. Determination of acreages.**—The acreage of fields for which measurements were made by the supervisor and entered on Form ECR-217 will be computed and entered in column C.

**B. Classification of crop acreages and land uses.**—The classification of the acreage in each field will be shown by entering the appropriate acreage in column F, G, H, or I.

1. In case one soil-depleting crop only is grown on the field, the acreage will be entered in column F.

2. In case one nondepleting crop only is grown on a field, the acreage will be entered in column G.

3. If the field is idle, the acreage will be entered in column H.

4. If any field or part thereof is noncropland, the acreage of noncropland will be entered in column I.

5. If one soil-depleting crop is followed by another soil-depleting crop, the acreage will be entered in column F opposite the first crop and the acreage of the second soil-depleting crop (and third, etc.) will be entered and circled in column F opposite the name of the second crop.

6. If a soil-depleting crop and a nondepleting crop are grown successively in a field, the acreage will be entered in column F opposite the soil-depleting crop and the same acreage will be entered and circled in column G opposite the nondepleting crop.

7. If a nondepleting crop is followed by a nondepleting crop, the acreage of the first crop will be entered in column G and the acreage of the second crop will be entered and circled in column G.

8. If a soil-depleting crop is interplanted with a nondepleting crop, the **entire** acreage will be shown in column F as soil-depleting and also entered and circled in column G as nondepleting.

**C. Determination of acreage shares.**—For each farm where more than one producer is interested, enter the soil-depleting acreage shares in columns O and R of Form ECR-318 for each field in the case of special soil-depleting crops.



**D. Rechecking after disposition of excess acreage of soil-depleting crops.**—Where an acreage of a soil-depleting crop is disposed of to avoid a deduction from the maximum payments after the acreage has been determined, a recheck by a supervisor will be made. In such cases it will be necessary to redetermine the acreage devoted to a soil-depleting crop for which the classification may be changed by the disposition of excess acreage such as tobacco prior to harvest and cotton prior to formation of bolls. A recheck will not be made in the case of soil-depleting crops for which the classification cannot be changed by the disposition of excess acreage such as corn, potatoes, and annual truck and vegetable crops. A separate report on Form ECR-318 will be prepared for each farm where a recheck is made by the supervisor. The area disposed of will be clearly indicated on the Farm Sketch Map. The actual shape and location of these areas should be shown as nearly as possible and measurements where made should be recorded thereon in the proper places. Where a portion of the field is disposed of, the remaining portion devoted to the soil-depleting crop should be indicated as field 1-A, and that portion of the field on which the excess acreage was disposed of should be indicated as field 1-B, etc.

#### Section V. CODES FOR USE IN RECORDING SOIL-BUILDING PRACTICES

Practice	Code	Example of description	Statement of practice
Improving land by use of superphosphate.	A-1	16 percent superphosphate on red clover alone —or— 20 percent superphosphate on bluegrass.	Superphosphate applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, annual ryegrass, lespedeza, crotalaria, or permanent pasture. (300 pounds of 16 percent or 240 pounds of 20 percent material will count 1 unit.)
Improving land by use of triple superphosphate furnished by A. A. A.	A-2	Triple superphosphate on non-crop pasture.	Triple superphosphate applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, annual ryegrass, lespedeza, crotalaria, or permanent pasture. (100 pounds will count 1 unit.)
Improving land by use of potash.	B	Potash on alfalfa--	Potash applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, annual ryegrass, lespedeza, crotalaria, or permanent pasture. (200 pounds of 50 percent muriate or equivalent will count 1 unit.)

Practice	Code	Example of description	Statement of practice
Improving land by use of basic slag.	C	Basic slag on vetch.	Basic slag, rock phosphate, or colloidal phosphate applied (except in connection with soil-depleting crops) to, or in connection with the seeding of perennial or biennial legumes, perennial grasses, winter legumes, annual rye-grass, lespedeza, croatalaria, or permanent pasture. (500 pounds will count 1 unit.) (Not applicable in West Virginia.)
Improving land by terracing.	D	Terracing-----	Construction of standard terrace for which proper outlets are provided. (200 linear feet will count 1 unit.) (Not applicable in West Virginia.)
Reseeding depleted pastures.	E	Reseeding depleted pasture.	Reseeding depleted pastures with good seed of adapted pasture grasses or legumes. (10 pounds of seed will count 1 unit, but not more than 1 unit credit will be given for 1 acre.) (Not applicable in West Virginia.)
Improving land by use of ground limestone.	F-1	L i m e s t o n e —or— Burnt lime.	Ground limestone or equivalent applied to farm land. (Credit will not be given for applications of less than 1,000 pounds per acre to flue-cured tobacco, peanuts, or commercial vegetables.) The amount which will count as a unit is set forth in the State bulletin.
Improving land by use of ground limestone furnished by A. A. A.	F-2	A. A. A. limestone.	Ground limestone applied to farm land. (Credit will not be given for application of less than 1,000 pounds per acre to flue-cured tobacco, peanuts, or commercial vegetables.) The amount that will count 1 unit is set forth in the State bulletin.
Seeding alfalfa-----	G-1	Seeding alfalfa----	Seeding adapted varieties of alfalfa. (Each acre will count 2 units.)
Seeding specified legumes and grasses.	G-2	Seeding approved red clover.	Seeding Kudzu, sericea, approved red clover, alsike clover, sweetclover, white clover, hop clover, bur clover, croatalaria, bluegrass, orchard grass, reed canary grass, vetch, Austrian winter peas, crimson clover, annual ryegrass, or mixtures of legumes and perennial grasses other than a mixture consisting solely of timothy and redtop, as provided in State bulletins. (Each acre will count 1 unit.)



# 10 DETERMINATION PERFORMANCE BY GROUND MEASUREMENTS

Practice	Code	Example of description	Statement of practice
Seeding Austrian winter peas or vetch furnished by the A. A. A. Growing green manure crops and cover crops.	G-3  H	Seeding A. A. A. vetch.  Rye turned —or— Soybeans left on land.	Seeding Austrian winter peas or vetch furnished by the A. A. A. (Each acre will count 1 unit.) Green manure crops: Soybeans, velvet beans, cowpeas, crimson clover, Austrian winter peas, vetch, sweet clover (in Delaware, Maryland, and West Virginia) rye, barley, wheat, buckwheat, oats, Sudan grass, millet, sorghum, sown corn, or mixtures of such crops, of which a good stand and good growth is plowed or disced under as green manure as provided in State bulletins. A good stand and good growth of soybeans not classified as soil-depleting, velvet beans, cowpeas, sweetclover in orchards, or rye, left on the land as a temporary mulch. Summer legumes interplanted or grown in combination with soil-depleting crops, and 1939 seedings of sweetclover in orchards will not be counted under this Practice H. (Each acre will count 1 unit.)
Improving stand of forest trees.	I	Improving forest stand.	With prior approval of the county committee, improving a stand of forest trees under such approved system of farm wood-lot management as is specified by the A. A. A. (Each acre will count 2 units.)
Planting forest trees.	J	Planting trees-----	Planting forest trees, provided such trees are protected and cultivated in accordance with good tree-culture practice. (Each acre will count 5 units.)
Summer legumes interplanted with depleting crops.	K	Cowpeas with corn left on land.	Soybeans, velvet beans, or cowpeas, interplanted or grown in combination with, soil-depleting crops, of which a good stand and good growth is obtained and the foliage is not harvested. (Each 2 acres will count 1 unit.)
Seeding timothy, redtop, or lespedeza.	L	Seeding timothy---	Seeding annual lespedeza, timothy, redtop, or a mixture consisting solely of timothy and redtop. (Each 2 acres will count 1 unit.)

Practice	Code	Example of description	Statement of practice
Mulching orchards--	M	Mulching orchards--	Applying straw or equivalent mulching material, excluding barnyard and stable manure, in orchards at the rate of not less than 2 tons, air-dry weight, per acre. (Each acre so mulched will count 1 unit.) (Not applicable in North Carolina and Virginia.)
Preventing erosion by contour listing or furrowing.	N	Contour listing —or— Contour furrowing.	Contour listing or furrowing noncropland (the acreage of this practice will be computed on the basis of the area so handled, each furrow or strip being considered to occupy an area not in excess of $\frac{1}{2}$ rod in width.) (Each 4 acres will count 1 unit.) (Not applicable in North Carolina, Virginia, and West Virginia.)
Preventing erosion by stripcropping.	O	Strip cropping-----	With prior approval of the county committee, stripcropping with alternate strips of close-grown crops and intertilled crops. (Each 4 acres will count 1 unit.) (Not applicable in Virginia.)

#### Section VI. PREPARATION OF SUMMARY OF SUPERVISOR'S FARM REPORT, FORM ECR-319

Form ECR-319 is a summary of the Supervisor's Farm Report and contains all information necessary in preparing the application for payment which will be typed from this form. The entries on Form ECR-319 should be kept up currently with the completion of Forms ECR-318. The entries referred to in A and B below may be made prior to the filing of the Supervisor's Farm Report, Form ECR-318, for the farm.

**A. Transfer of data from Form ECR-307, 1939 Listing Sheet.**—A Form ECR-319 will be prepared for each farm with respect to which performance is being checked. The following entries will be made from Form ECR-307, 1939 Listing Sheet:

1. The code and farm serial number and the name of the operator of the farm.

2. In section III enter on line 1 of the respective columns the yield per acre for tobacco, cotton, or wheat.

If it is necessary to change the heading of any column to provide for showing two kinds of tobacco, a column not otherwise needed for the farm should be used and the heading changed to indicate the crops shown therein.

3. Enter on line 2, in the respective columns, the acreage allotment for total soil-depleting, tobacco, cotton, and wheat. Enter a zero in line 2 for each crop where the allotment is zero and a 1939 acreage figure for the particular crop is entered in line 3. Prefix the wheat



acreage allotment with the letter "a" as a positive indication that there is a wheat allotment on the farm; for example, a25.0. For non-allotment wheat farms with a usual acreage of 8 acres or less, make no entry in column E, line 2, but if the usual acreage is more than 8 acres, enter the usual acreage. Be careful not to use the prefix "a" before the usual acreage entry.

4. Enter in section IV, column K, items 1, 4, and 5, the acreage of total cropland, eligible noncrop pasture, and commercial orchards, as shown in columns 5, 7, and 4, respectively, of Form ECR-307.

5. Enter in section VIII, lines 32, 33, and 36, respectively, in the column headed "ECR-307," the total cropland acreage, commercial orchard acreage, and total farm land from columns 5, 4, and 3, respectively, of Form ECR-307.

**B. Soil-building goal.**—The soil-building goal will be entered in the space provided in column Z and may be obtained from Forms ECR-311, ECR-315, or by dividing the entry in column 8 of Form ECR-307 by \$1.50.

### **C. Summary of data on Form ECR-318.—**

1. **Farm acreages for 1939** (sec. VIII of Form ECR-319).—The 1939 acreage for the farm for each soil-depleting crop should be entered in the space provided. The total acreage of a crop should be entered as one figure, except that, in those cases where a portion of the acreage was circled on Form ECR-318 because of a second crop or interplanting, separate totals will be entered for the circled and uncircled acreages. The sum of the circled acreages will be shown circled and the sum of the uncircled acreages will be entered without circling. The 1939 acreage of a particular crop will be the sum of the circled and uncircled entries for the crop on Form ECR-319 and will determine whether the acreage allotment for the particular crop has been exceeded. In the case of crops grown on noncropland, including commercial orchards, the acreage will be entered in the "acres" column with the word "noncrop."

In line 18 should be entered the total of the 1939 acreage figures in lines 1 to 17, inclusive, which are not circled. The sum of the uncircled entries in 1 to 17, inclusive, will determine whether the total soil-depleting acreage allotment has been exceeded. There should also be entered and circled the total of the circled entries in lines 1 to 17, inclusive.

In lines 19 to 28, inclusive, the names and acreages of nondepleting crops should be entered.

In line 29 should be entered the acreage of **non**commercial orchards and vineyards less any acreage occupied by interplanted crops. The **total** acreage of **non**commercial orchards should be entered in line 29 immediately to the left of the column headed "acres."

In line 30 should be entered the total of the 1939 acreage figures in lines 19 to 29, inclusive, which are not circled. There should also be entered and circled the total of the circled entries in lines 19 to 29, inclusive.

In line 31 should be entered the acreage of idle cropland.

In line 32 should be entered the total 1939 acreage of cropland as determined from the 1939 supervisor's report. This will be the sum of the uncircled items 18, 30, and 31, less the uncircled acreages of crops grown on noncropland. The sum of the acreages of crops on noncropland will be entered and **circled** above the crop land figure.



In any such case, an explanatory note should be entered on Form ECR-319 relative to such entry.

In line 33 should be entered the total acreage of commercial orchards and vineyards as determined from the 1939 supervisor's report.

In line 34 should be entered the total acreage of open noncrop pasture as determined from the 1939 supervisor's report. In addition, there should be entered in line 34 and **circled** the supervisor's estimate of the acreage of fenced, open, noncrop pasture land capable of carrying at least one animal unit for each 5 acres thereof during the normal pasture season.

In line 35 should be entered the acreage of other noncropland on the farm.

In line 36 should be entered the correct acreage of farm land.

The original figure entered on Form ECR-319 should in no case be erased. If a recheck of any acreage figure indicates that the original entry was incorrect a line should be drawn through the original entry and the correct acreage entered above.

**2. Soil-building practices** (sec. IV of Form ECR-319).—Enter in columns H and X, respectively, the proper code and description (as outlined in sec. V) of each soil-building practice carried out on the farm between November 1, 1938, and October 31, 1939. The quantity of material used and the acres on which each practice was carried out will be shown, respectively, in columns Y and Z.

The county office will check each soil-building practice entered to determine if the practice is consistent with the entries in section VIII. On a wheat allotment farm the county office should not show an acreage of wheat turned or disked under as green manure greater than the acreage by which the wheat allotment exceeds the 1939 wheat acreage. If doubt exists with respect to any practice, the entry should be verified before the report is accepted as correct.

The number of units of each soil-building practice carried out on the farm should be determined to the nearest tenth of a unit by the county office on the basis of the unit equivalents for such practices set forth in ECR-301 and should be entered in column I. The total units of practices carried out will be entered in the space provided in column I, line 9. By comparing this total with the soil-building goal, the county office can determine whether or not the goal has been met. If the goal has not been met, the county office should, if practicable, suggest to the operator the carrying out of additional practices.

**3. 1939 acreage** (sec. III of Form ECR-319).—Enter in line 3 the acreage devoted in 1939 to total soil-depleting crops, tobacco and cotton, in the respective columns. Enter in column E the acreage devoted in 1939 to wheat if the farm has: (1) A wheat allotment, (2) a usual acreage of wheat in excess of 8 acres, or (3) an acreage devoted to wheat in 1939 in excess of 8 acres. Enter a zero in line 3 for each crop where the 1939 acreage is zero and the allotment for the particular crop is entered in line 2.

Acres should be rounded to the nearest tenth of an acre. The total soil-depleting acreage will be the uncircled entry in line 18, section VIII, while the entries for other crops will be obtained from items 1 through 3 of section VIII. The acreage for each crop will be the sum of the uncircled and circled entries for the crop. If in any case



tobacco was grown in 1939 on a farm for which there is no tobacco acreage allotment, the yield per acre determined for other land in the same locality similar to that covered by the application should be entered on line 1 as the yield per acre for the land covered by such application, and zero should be entered on line 2 as the tobacco acreage allotment. A similar procedure should be followed for those cases where there is no cotton acreage allotment for the farm and cotton was grown in 1939. A similar procedure should be followed on nonallotment wheat farms in those cases where wheat is grown in excess of the usual acreage and in excess of 8 acres.

**4. Names and addresses of applicants** (sec. V of Form ECR-319).—Enter in lines 10, 11, 12, 13, 14, and 15 the name and address of each applicant who is entitled to a share in any soil-depleting crop for which an individual soil-depleting acreage allotment is established or who has incurred any portion of the expense of carrying out any soil-building practice on the farm. If there are more than six applicants, section V of additional Forms ECR-319, should be used.

**5. Name and address of assignee and amount of assignment**, if any, should be entered in section VI in lines 10b, 11b, 12b, 13b, 14b, and 15b.

**6. Division among applicants of crops, practices, and materials furnished** (sec. VI of Form ECR-319).

**Division of soil-depleting crops.**—In lines 10c, 11c, 12c, 13c, 14c, and 15c, enter in columns C, D, and E, the share of each applicant in the respective soil-depleting crops or the proceeds thereof expressed in acres. These entries in each column should be added together in order to make certain that the total for the applicants is equal to the 1939 acreage devoted to the soil-depleting crop as shown in line 3 (or the soil-depleting acreage allotment as shown in line 2, if any such crop is not grown on the farm in 1939 or the acreage of the crop is substantially reduced by flood, hail, drought, insects, or plant bed diseases.) In case the acreage is zero and in case of total or substantial crop failure, the soil-depleting acreage allotment should be divided among the applicants on the basis of the acreage as it was intended to be grown. The acreage of crops will be expressed to the nearest tenth of an acre. Fractions of five-hundredths or less will be dropped and fractions of more than five-hundredths will be counted as one-tenth of an acre. If it is desired to divide the acreage or allotment exactly between two or more persons, then such 1939 acreage or allotment divisions may be expressed in one-hundredths. It is necessary to show the word "all" or the crop acreage for every case where the name of only one applicant appears.

The soil-depleting acreage shares will have been entered in columns O and R of Form ECR-318 for each field in the case of soil-depleting crops for which special acreage allotments are established. Form ECR-116, Tabulation of Crops and Practices, may be used for the purpose of summarizing for each producer his acreage share of each of such crops.

In such case, the name of the producer should be written on Form ECR-116 in the column provided. The names of the crops should be written across the top of the form in the spaces provided and the acreage share of each producer entered for each field under the column used for the crop. Separate totals of the crops as indicated above will be made for each producer.



**Division of soil-building practices.**—Enter in lines 10c, 11c, 12c, 13c, 14c, and 15c, in column H the number of units to the nearest tenth in each applicant's share of the soil-building practices carried out on the farm. The sum of the units entered in column H for the applicants should equal the total units of all practices carried out on the farm as shown above in column I. In case all the soil-building practices were carried out by one person, the word "all" may be entered in lieu of the units of such practices.

Each soil-building practice will be divided on the basis of the information shown in the Supervisor's Farm Report as to the producers sharing in the practice. This may be done on Form ECR-116.

Where the letters PS, indicating the different producers who incurred expense in carrying out a soil-building practice on a given acreage, were entered by the supervisor beside the names of such producers, the practice will be divided equally among them, unless such producers establish to the satisfaction of the county committee that the contributions of the different producers were not in equal proportions, in which event the practice should be divided in the proportion which the committee determines each such producer contributed thereto.

**Materials furnished as grants of aid.**—The amount of each material furnished the farm as a grant of aid, if any, should be shown in the space provided in section VI. A notation should be made with respect to materials furnished which have not been used in such manner as to qualify for credit toward meeting the soil-building goal. The notation should include the use made of the material and the amount of the material so used. The county committee will, in accordance with applicable instructions, determine whether the material has been used in a manner which is not in substantial accord with the purposes for which materials are furnished. The total amount of each material furnished will be entered in the space provided. Enter on lines 10c, 11c, 12c, 13c, 14c, and 15c the amount of material furnished each applicant. The sum of the amounts of the material furnished each applicant should equal the amount of such material furnished as shown at the head of the column. The total amount of material furnished may be obtained from form ACP-64, revised.

**7. Other farms in which applicant has an interest.**—If an applicant on a farm has an interest in any other farm, a cross reference on the application for each such farm will be necessary. This reference will be made by entering in section V, column B opposite the name of the applicant who is interested in other farms the code and serial number of each farm in which such applicant has an interest in the county. This reference will be made for each applicant regardless of whether the applicant is interested as landlord, sharetenant, or sharecropper. If additional space is required for listing of other farms, the name, code, and serial numbers may be shown in section VII, together with a report of the number of farms in other designated counties and States.

The county office will keep the units of soil-building practices and acreages of crops listed currently on Forms ECR-324 and 325, respectively.



